



# Department of Human Resources

**Maggie Brooks**  
County Executive

**Brayton M. Connard**  
Director

## JOB ANNOUNCEMENT

**TITLE:** Director of Human and Health Services  
**SALARY:** \$91,251 - \$114,009 annually  
**LOCATION:** Monroe County Department of Human and Health Services

**JOB SUMMARY:** This is an administrative position responsible for directing the operations of the Department of Human and Health Services which consists of the divisions of Special Children's Services, Office for the Aging, Rochester-Monroe County Youth Bureau, Office of Mental Health, and Social Services. The Director is responsible for coordinating the functions of all professional, technical and related staff. In accordance with Section 131 of the Social Welfare Law, it shall be the duty of the incumbent to provide adequately for those unable to maintain themselves. The appointment is for a five-year term. Administrative direction is received from the County Executive. General supervision is exercised over division administrators.

**MINIMUM QUALIFICATIONS:** Set by Part 679 of the regulations of the New York State Department of Social Services, cited at 18 NYCRR Part 679 and Special Requirements established by the Monroe County Civil Service Commission.

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus six (6) years paid full-time or its part-time equivalent experience in a health, education or social service agency, four (4) of which must have been in an administrative or supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus six (6) years paid full-time or its part-time equivalent experience in an administrative or management position, where there is responsibility for planning, directing, and coordinating the work of a substantial staff working in several units or performing several separate functions.

**NOTE:** Post-graduate training at a regionally accredited or New York State registered college or university in social work, public administration, hospital administration, educational administration, or business administration may substitute on a year-for-year basis up to two years for the experience listed in (A) or (B). No such graduate training shall be the equivalent of the administrative or supervisory experience prescribed in (A) above.

**NOTE:** Each year of experience as a chief executive officer of a social services district is equivalent to two years of the experience listed in (A) or (B) above. The experience must have been obtained within six years immediately preceding the date of appointment.

**SPECIAL REQUIREMENTS:**

If you are appointed, you will be required to have a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Depending upon assignment, candidates for employment with Monroe County government are required to pass a pre-employment drug test.

**Send Resumes to:** Brayton M. Connard, Director of Human Resources  
Monroe County Department of Human Resources  
39 W. Main Street - Room 210  
Rochester, NY 14614

**Posting Deadline:** March 1, 2004